

CHAPTER IX. WEBSITES

This chapter explains how to navigate through the DGS, Procurement Division, Office of Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Services website. This chapter provides step-by-step instructions on how to search for and locate Small Businesses, Micro Businesses and DVBEs within the state. Instructions are also provided for how to verify the status of a SB and/or DVBE, how to download a list of vendors and e-blast a message to vendors in the database.

In addition, this website will get the advocate on the path to developing an **INTRANET** website for its procurement personnel if one that does not already exist. Such a website can very be a great tool for a large department with many decentralized procurement centers. When building your Intranet site also refer to the internal training section in Chapter 7.

Registering as an advocate or updating information

Department of General Services - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media RSS Mail Print Word PDF People

Address <http://www.dgs.ca.gov/default.htm>

Links Windows Windows Media All Printers CalPERS Business Connection Intranet

California Home Tuesday, April 4, 2006

Welcome to *California*

DGS Home Page

Services

- [Strategic Sourcing Initiative](#)
- [State Surplus Property](#)
- [Contracts Register](#)
- [Capitol West Side Projects](#)
- SAM**
- [SAM Management Memos](#)
- [Job Opportunities](#)
- [Examinations](#)
- [Search](#)
- [About DGS](#)
- [Directory](#)
- [Publications](#)
- [Contact Us](#)
- [Disclaimer](#)
- [DGS Press Releases](#)

Department of General Services

@ your service...

GOVERNOR Schwarzenegger
Click To Visit His Home Page

Strategic Sourcing Initiative

AMBER ALERT CALIFORNIA

Find...
[Solutions](#)
[Doing Business](#)
[About Us](#)

State Telephone Directory

Energy Alerts

Asset Realignment

[Auto Auctions](#)
[Bid Opportunities](#)
[Business Cards for State Employees](#)
[CMAS](#)
[Master Agreements](#)
[Register a Purchase \(SCPRS\)](#)
[State Meeting and Video Conference rooms](#)
[School Construction](#)
[Small Business and DVBE](#)
[Standard Forms](#)
[Surplus Vehicles, Property and Real Estate](#)
[More...](#)

[State of California to Award System Integration Contract to BearingPoint](#)
-- March 13, 2006

[Schwarzenegger Administration Unveils "Green California" Web Site](#)
-- February 8, 2006

Done Internet

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Registering as an advocate or updating information

Small Business & DVBE Services Home (New) - Microsoft Internet Explorer

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Back Forward Stop Home Search Favorites Media RSS Print Mail

Address <http://www.pd.dgs.ca.gov/smbus/default.htm>

Links Windows Windows Media All Printers CalPERS Business Connection Intranet

- [DVBE Business Utilization Plan](#) (Revised 5/04) (PDF)
- [DVBE Declarations, STD. 843](#)
- [DVBE Program Requirements, STD. 840](#) (Revised 9/15/03) (PDF)
- [DVBE Resource Packet](#) (Revised 11/04) (PDF)
- [Find Certified DVBEs](#)

Small Business Participation

- [About the Small Business Five Percent Bid Preference](#)
- [Achieving Small Business Participation](#)
- [Microbusiness Definition](#)

More DVBE, Small Business, & Related Contracting Information

- [SB/DVBE & Consulting Services Reports](#)
- [DVBE & Small Business Advocates](#)
- [Events](#)
- [Legislation & Executive Orders](#)
- [Prompt Payment Program](#)
 - [Nonprofit Organization Registration for Prompt Payment Benefits](#)
 - [Prompt Payment Rubber Stamp](#)
- [Publications](#)
- [Quarterly Announcements](#)
- [Related Websites](#)
- [Small Business/DVBE Newsletter](#) (Added 1/6/06)

Need Help? Contact Us

- [Office of Small Business and DVBE Services](#)

Quick Links

- [Departmental 810 Forms Received by DGS \(3/8/05\)](#)
- [Small Business Regulations](#)
- [State Agency Recognition Awards \(SARA\) \(2005\)](#)
- [Best SB/DVBE Practices](#)
- [DVBE Program Changes](#) (Eff. 1/1/04)
- [AB 669 Impact on Small Businesses & DVBEs & SB 1008 Impact on DVBEs](#)

Business Opportunities

- [Establishing a Business in California](#)
- [How to Do Business With the State](#)
- [California Multiple Award Schedule \(CMAS\)](#)
- [California State Contracts Register \(CSCR\)](#)
- [California Strategic Sourcing Initiative \(CSSI\)](#)
- [CSCR Contractor Advertisements](#)
- [CSCR Subscription Outreach Service \(SOS\)](#)
- [State Commodity Contracts](#)
- [State Master Agreements](#)

Click on the DVBE & SB Advocates link

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Registering as an advocate or updating information

Small Business & DVBE Services Home (New) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.pd.dgs.ca.gov/smbus/default.htm>

Links Windows Windows Media All Printers CalPERS Business Connection Intranet

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 - [Prompt Payment Rubber Stamp](#)
- [Publications](#)
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- [Related Websites](#)
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- [DVBE Program Changes](#) (Eff. 1/1/04)
- [AB 669 Impact on Small Businesses & DVBEs & SB 1008 Impact on DVBEs](#)

Quick Links

- [SB & DVBE Advocates Directory](#)
- [SB & DVBE Events](#)
- [KTP/VOBE, May 3-4, 2006](#)

Business Opportunities

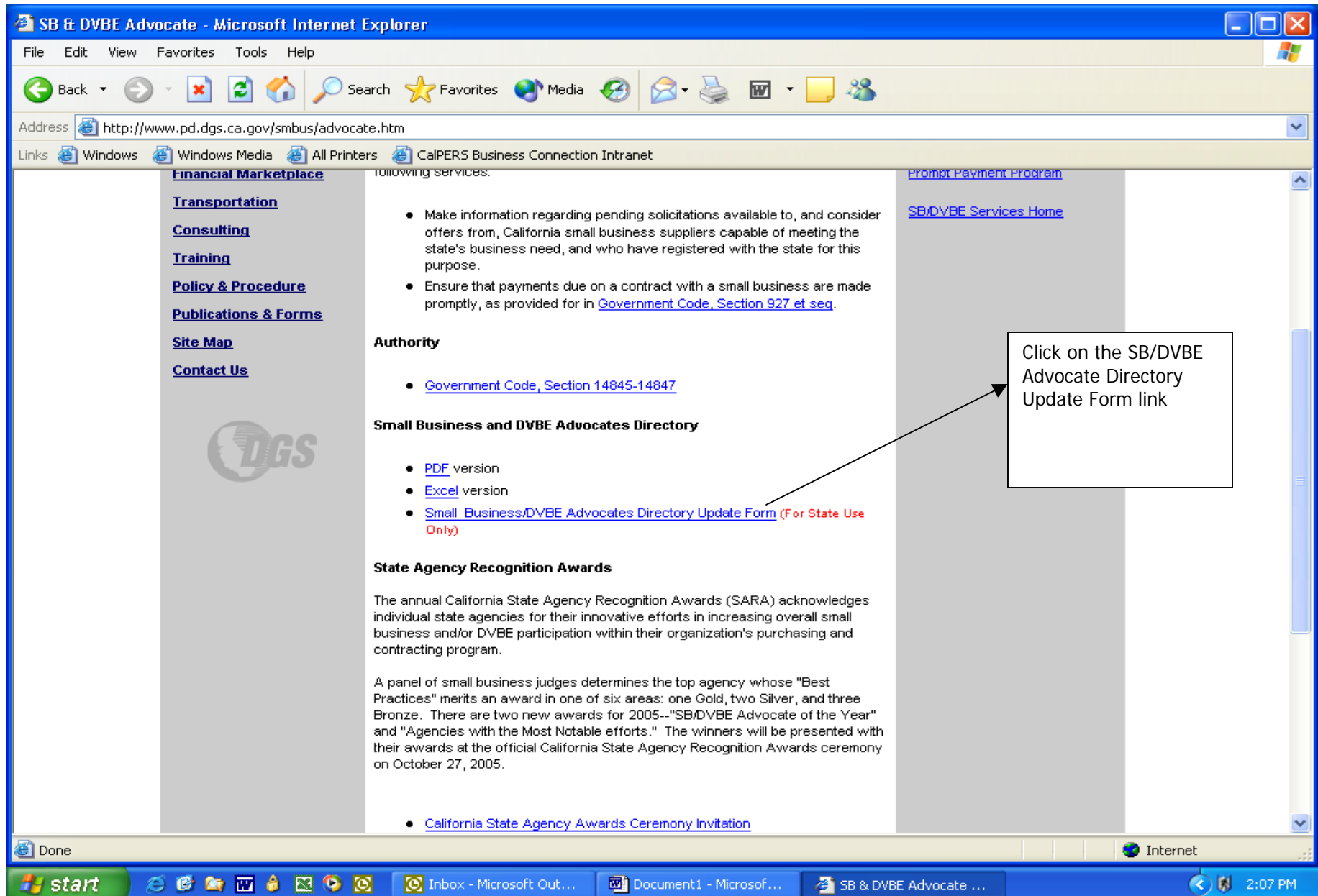
- [Establishing a Business in California](#)
- [How to Do Business With the State](#)
- [California Multiple Award Schedule \(CMAS\)](#)
- [California State Contracts Register \(CSCR\)](#)
- [California Strategic Sourcing Initiative \(CSSI\)](#)
- [CSCR Contractor Advertisements](#)
- [CSCR Subscription Outreach Service \(SOS\)](#)
- [State Commodity Contracts](#)
- [State Master Agreements](#)

Click on the DVBE & SB Advocates link

http://www.pd.dgs.ca.gov/smbus/advocate.htm

start | Internet | 2:06 PM

Registering as an advocate or updating information



Registering as an advocate or updating information

Small Business Advocates Directory Update Form - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media RSS Print Mail News Groups

Address <http://www.pd.dgs.ca.gov/sbop/sbadvocate.htm>

Links Windows Windows Media All Printers CalPERS Business Connection Intranet

[DGS Home Page](#)
[Procurement Home](#)
[Selling to the State](#)
[Direct Purchases](#)
[Assisted Purchases](#)
[Financial Marketplace](#)
[Transportation](#)
[Consulting](#)
[Training](#)
[Policy & Procedure](#)
[Publications & Forms](#)
[Site Map](#)
[Contact Us](#)



Procurement DGS

search

My CA This Site

Small Business Advocates Directory Update Form

Are you the Small Business Advocate?

☐ Yes ☐ No

If yes, please provide the following information for the Small Business Advocate Directory.

Are you replacing someone who was previously assigned to this role?

☐ Yes ☐ No

If yes, please list the name, if known:

Please mark the appropriate box and complete the information below as appropriate.

☐ New Advocate ☐ Update

Name:

Department:











Mailing Address:

Telephone:

Fax:

Complete the form and click submit. Your information has now been updated or added to the system.

Done Internet

start           2:08 PM

DGS Contact Information



DGS Procurement Division Homepage:

- <http://www.pd.dgs.ca.gov>

California Strategic Sourcing Initiative:

Here are contract manager contacts:

- <http://www.pd.dgs.ca.gov/StratSourcing/ContractContacts.htm> .

For CSSI Reports

- <http://www.documents.dgs.ca.gov/pd/strategic/CSSIContractsSB-DVBEContacts.pd>

Certification Compliance Issues:

Contact: Gloria Anderson

Phone: (916) 375-4936

Email: gloria.anderson <<mailto:gloria.anderson@dgs.ca.gov>>@dgs.ca.gov
<<mailto:osdchelp@dgs.ca.gov>>

Contracting Activity Report:

Contracting Activity Reports

- Small Business, Micro-business, and DVBE Contracting Activity Report
- Consulting Services Contract Report
- Ethnicity, Race, Gender, Women, Minority & DVBE Report

Contact: Ron Wright

Email: ron.wright@dgs.ca.gov <<mailto:ron.wright@dgs.ca.gov>>

Phone: (916) 375-4943

Compliance regarding contracts, including DVBE enforcement:

- <http://www.pd.dgs.ca.gov/disputes/default.htm> then there's a link for "contact us".

SB/DVBE Advocate Webpage:

- <http://www.pd.dgs.ca.gov/smbus/advocate.htm#sdad>

Information on how to do business with the state:

- <http://www.pd.dgs.ca.gov/sell/default.htm>

Benefits & eligibility requirements of SB certification:

- <http://www.pd.dgs.ca.gov/smbus/sbcert.htm>

Benefits & eligibility requirements of DVBE certification:

- <http://www.pd.dgs.ca.gov/smbus/dvbecert.htm>

California State Contracts Register:

- <https://www.cscr.dgs.ca.gov/cscr/>

Links to California SB and DVBE services:

- <http://www.pd.dgs.ca.gov/smbus/default.htm>

Links to other state, federal, county and non-governmental websites (SB Development Centers & DVBE Organizations):

- <http://www.pd.dgs.ca.gov/smbus/relatedsites.htm#federal>

Sample E-Mail Responses To Suppliers & Contractors

NOTE TO ADVOCATES: These are **SAMPLE** e-mail responses to suppliers and/or contractors. Since each Department/Agency is structured differently (centralized vs. decentralized), modification to this language will be necessary in order to meet your organizational needs.

FOR NON-IT GOODS & SERVICES

Thank you for your interest in doing business with ***Your Department's Name!***

***Our purchasing of goods and contracting for services is decentralized, so you are welcome to send your business information to our various offices statewide.

For a listing of our district offices, check out our department's Small Business & DVBE website at: www.yourdepartment.ca.gov. Under "Business Opportunities" click on "Small Business & DVBE.", you will find our district office addresses, as well as other small business & DVBE information.

***I attached a listing of our District Administrative Chiefs. If your company sells goods or contracts for services they can direct you to their purchasing staff or contracting official at their district office.

If your company is interested in state contracting opportunities, the **California State Contracts Register (CSCR)** is a great resource that lists ads for all **strategically sourced contracting opportunities**, plus other services and construction contracts over \$5,000, commodity contracts valued at more than \$25,000, and IT goods contracts valued at more than \$100,000. Go to www.cscr.dgs.ca.gov/cscr

If you are interested in automatically receiving contracting opportunity advertisements from the CSCR to your desktop or fax, register on-line with the **Department of General Services (DGS) Subscription Outreach Service (SOS)**. Spend your time responding to bidding opportunities instead of searching for them! For more information go to: www.cscr.dgs.ca.gov/cscr/sosdesc.asp

*****Find out about the new California Strategic Sourcing Initiative (CSSI) contracting opportunities.** Basically Strategic Sourcing is a way to achieve savings by consolidating, renegotiating and automating state contracts. **There are new opportunities for small businesses and DVBEs** to attend partnering workshops that coincide with Strategic Sourcing bidders' conferences. Find a calendar of CSSI events and announcements at: www.pd.dgs.ca.gov/StratSourcing/statusreports

*****Subscribe to the CSSI Website update service.** This information notifies you, via e-mail, whenever the CSSI Website is updated with critical information. To register for this free service, go to: www.pd.dgs.ca.gov/StratSourcing/statusreports

If you need further information or assistance, please let me know at your convenience. Again, thank you for your interest in doing business with *Your Department's Name!*

FOR IT-GOODS & SERVICES

Thank you for doing business with *Your Department's Name!*

***The purchasing of goods and contracting for services for our department is decentralized. If your company is interested in seeking IT contracting opportunities for goods and services, please see the attached listing of our Department's

Information Technology Contracts: You are welcome to contact them directly to find out what our IT needs are and if there are any IT projects that are in the works.

If your company is interested in state contracting opportunities, the **California State Contracts Register (CSCR)** is a great resource that lists adds for all **strategically sourced contracting opportunities**, plus other services and construction contracts over \$5,000, commodity contracts valued at more than \$25,000, and IT goods contracts at more than \$100,000. Go to www.cscr.dgs.ca.gov/cscr

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*****Subscribe to the CSSI Website update service.** This section notifies you, via e-mail, whenever the CSSI website is updated with critical information. To register for this free service, go to: www.pd.dgs.ca.gov/StratSourcing/statusreports

If you need further information or assistance, please let me know at your convenience. Again, thank you for your interest in doing business with *Your Department's Name!*

OSDC Firm Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address <https://www.apps.dgs.ca.gov/OSDCSearch/OSDCSearch.aspx> Go Links

Search

[Certified Firm Profile Login](#)

[Suspended Firms](#)

[Suspension Definition](#)

[DVBE and Small Business Program Violations and Sanctions](#)

[SB/DVBE Services Home](#)

Search For Firm(s)

Certification Type ?
Select one or more.

☒ Disabled Veteran Business Enterprise (DVBE)

☐ Small Business (SB) [Includes Microbusiness]

☐ Microbusiness (MB)

Business Type ?
Select one or more.

☐ Construction ☐ Non-manufacturer

☐ Manufacturer ☒ Service

Keywords ?
To search for multiple Keywords, separate Keywords with a space.

mail

Business Location

City ?
Hold the CTRL key to select up to 3 Cities.

ALL CITIES
29 PALMS
ACAMPO
ACTON

Service Area ?
Where services or goods can be provided.

☒ All Areas

☐ Statewide

☐ Choose location from map

Zip Code(s) ?
To search for multiple Zip Codes, separate with commas.

Reset Include SIC Codes in Search Search

Done Internet

Start OSDC Firm Se... BIS Download - ... DVBE Advocate... Dispute Resolut...

Enter your search criteria

- Certification Type
- Business Type
- Keywords (if applicable)
- Business Location
- Service Area
- Zip Code
- SIC (if applicable)

Click on Search

Search Results - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS Feeds

Address <https://www.apps.dgs.ca.gov/OSDCSearch/OSDCSearchResults.aspx> Go Links

California

Procurement **DGS**

Search Results

Search Criteria
Certification Type(s): DVBE, **Business Type(s):** Service, **Keywords=** 'mail',

Your search found a total of 10 record(s).

[New Search](#) [Modify Search](#) [Export all 10 Search Result Records](#)

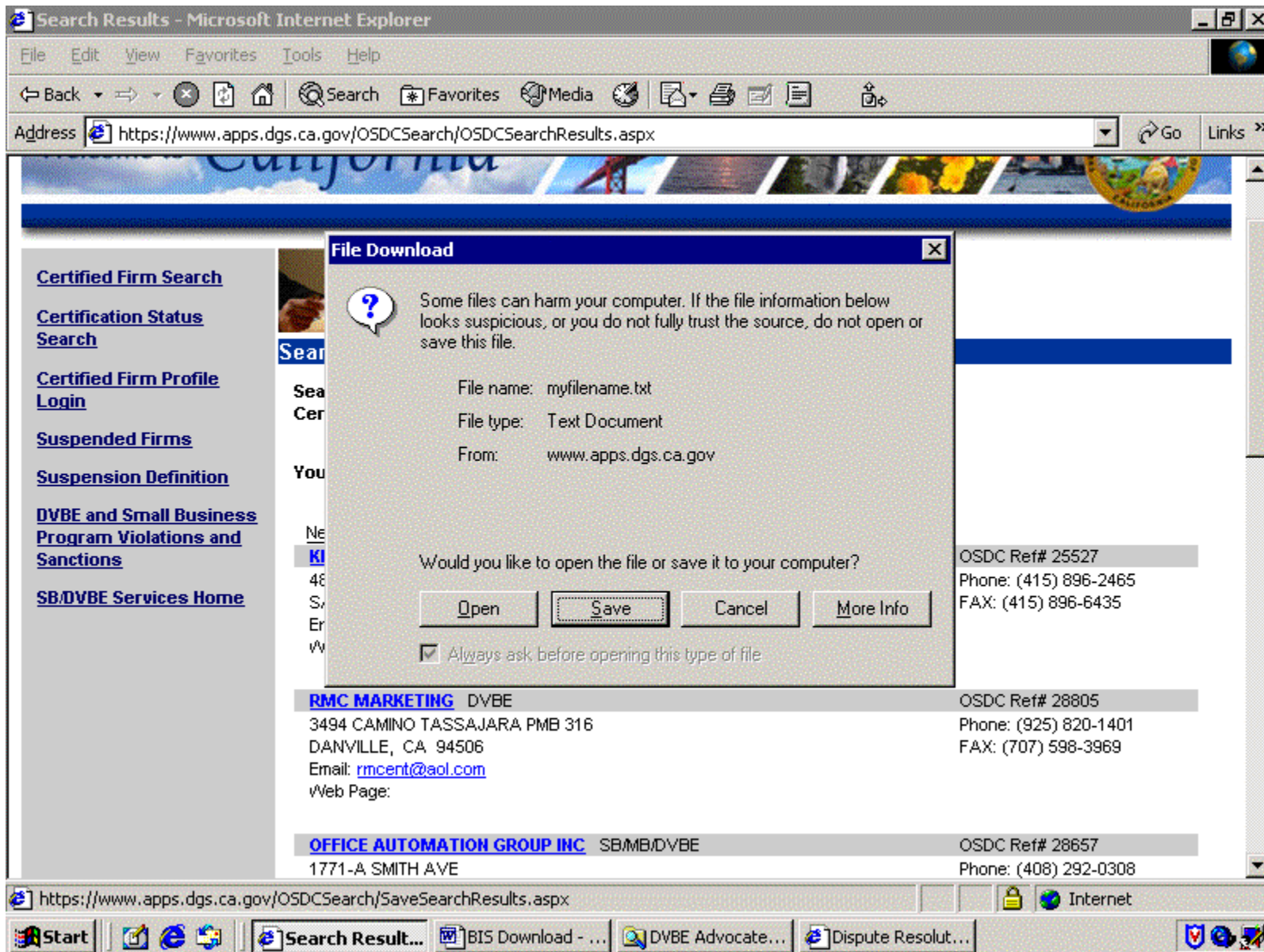
KELCO COMPUTING SOLUTIONS SB/MB/DVBE 480 SECOND ST STE 300 SAN FRANCISCO, CA 94107 Email: info@kelcompute.com Web Page: http://www.kelcompute.com	OSDC Ref# 25527 Phone: (415) 896-2465 FAX: (415) 896-6435
RMC MARKETING DVBE 3494 CAMINO TASSAJARA PMB 316 DANVILLE, CA 94506 Email: rmcent@aol.com Web Page:	OSDC Ref# 28805 Phone: (925) 820-1401 FAX: (707) 598-3969
OFFICE AUTOMATION GROUP INC SB/MB/DVBE 1771-A SMITH AVE	OSDC Ref# 28657 Phone: (408) 292-0308

Done Internet

Start Search Result... BIS Download - ... DVBE Advocate... Dispute Resolut...

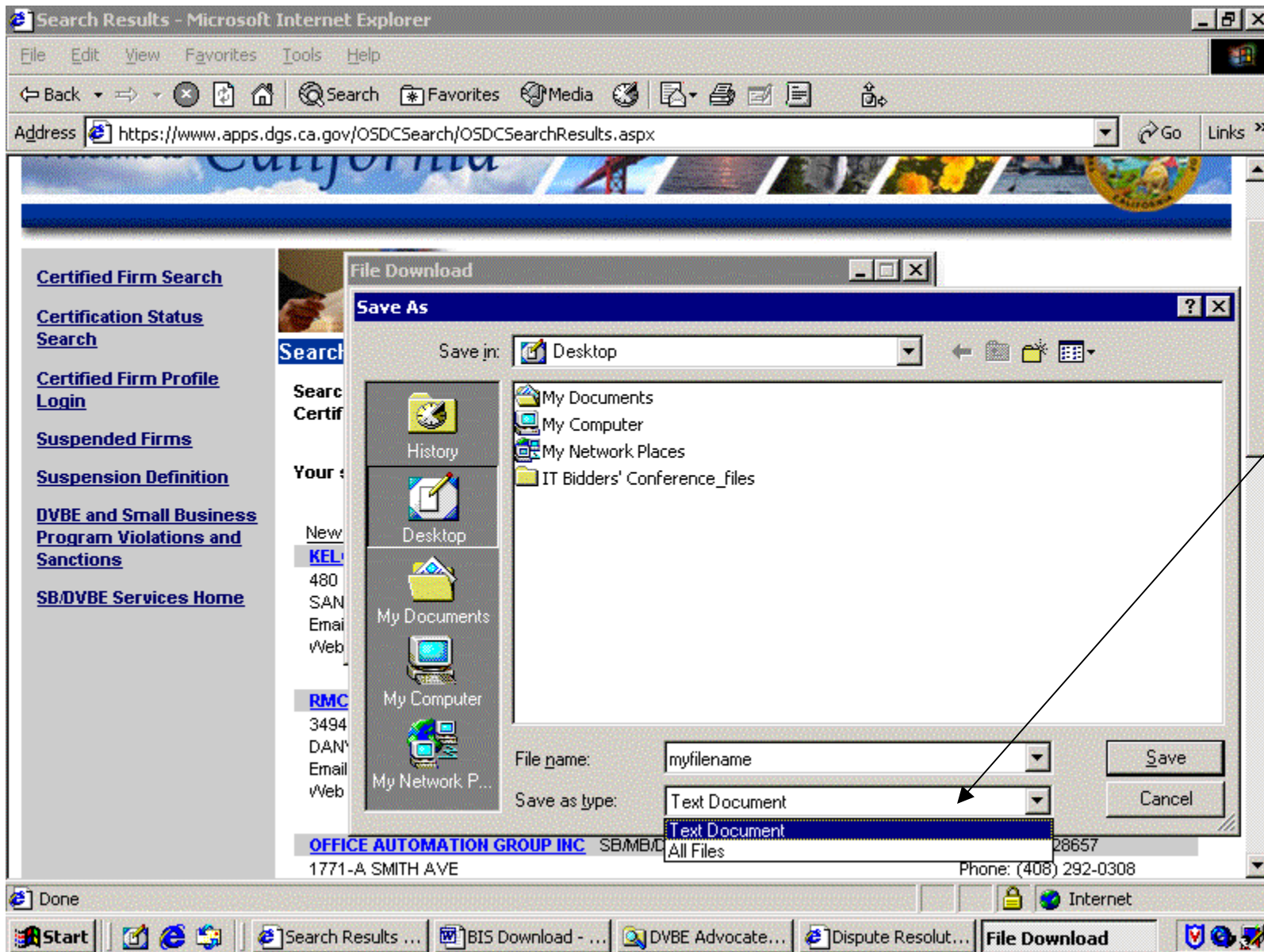
Your results will appear.

Click on "Export all __ Search Result Records"

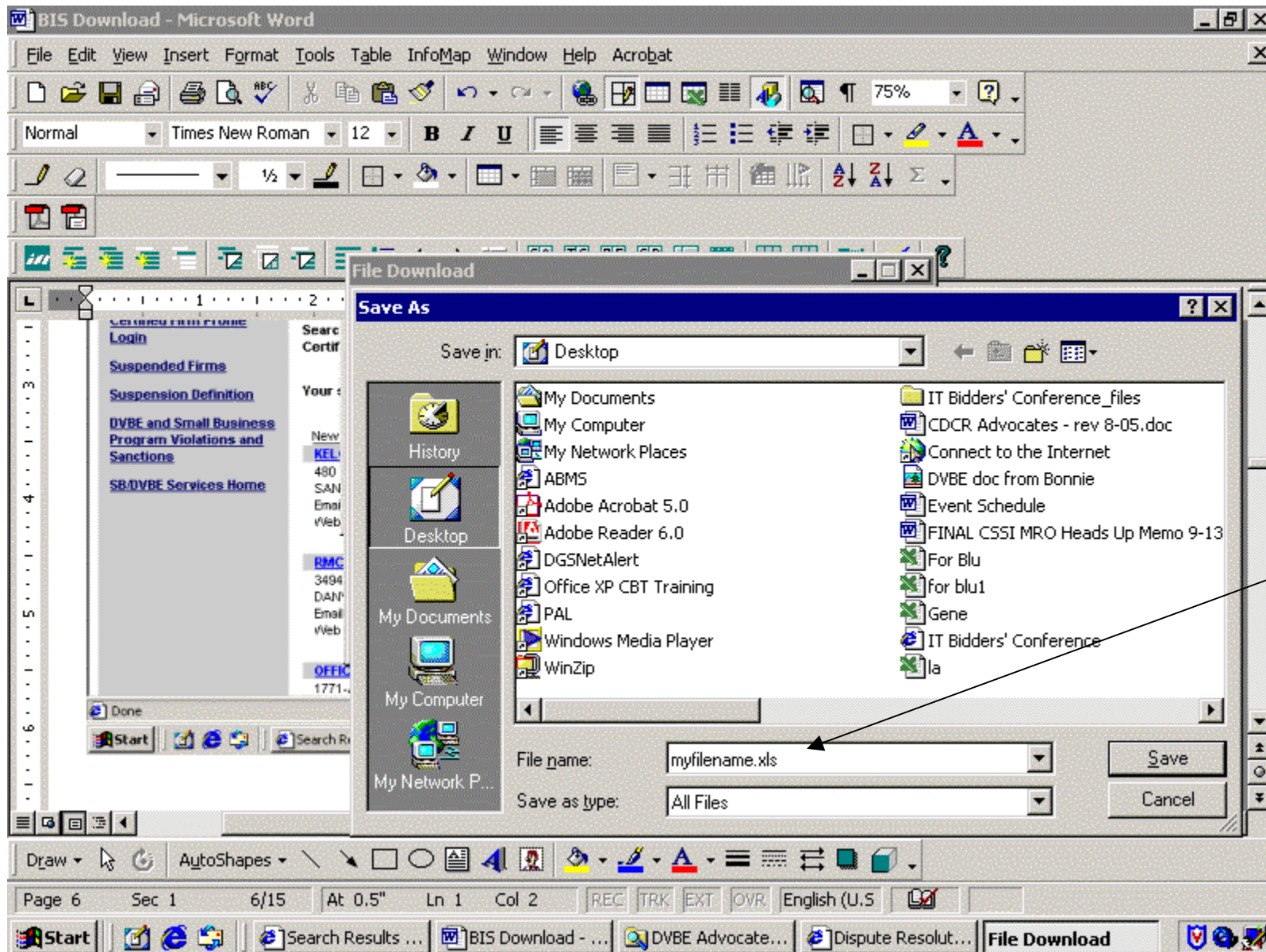


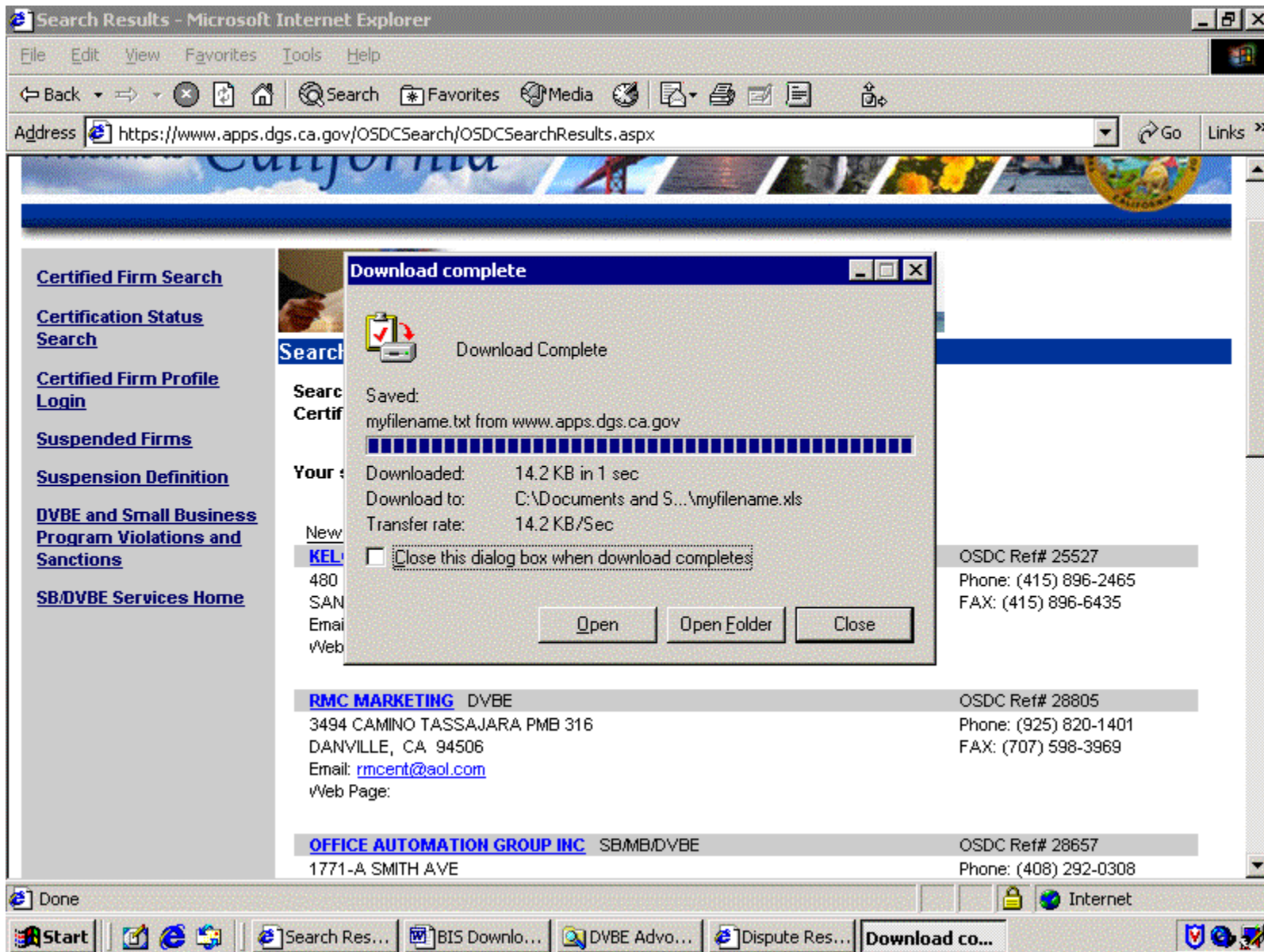
You'll receive
this prompt

Click on
"Save"



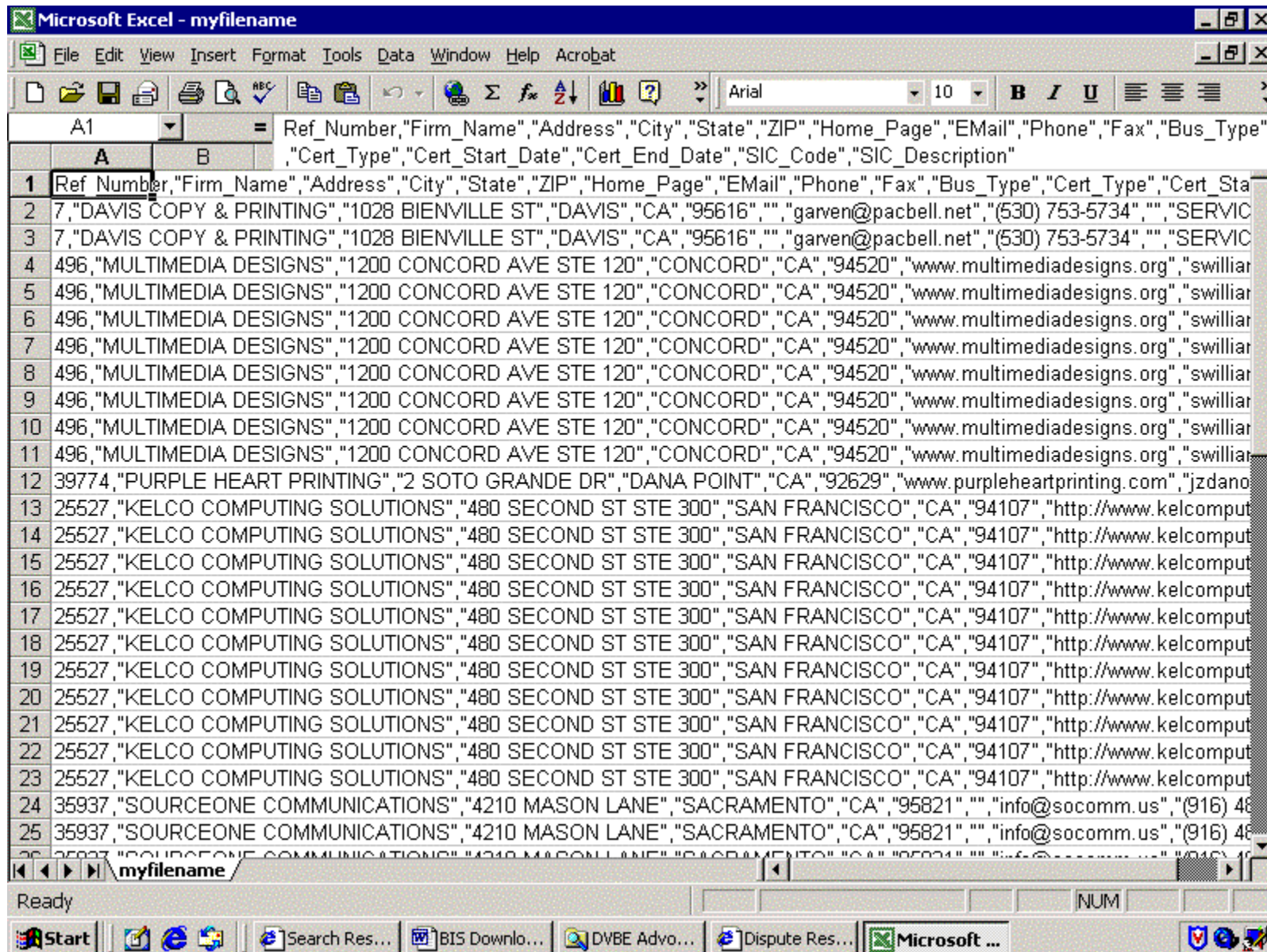
Change the file type as "All Files"



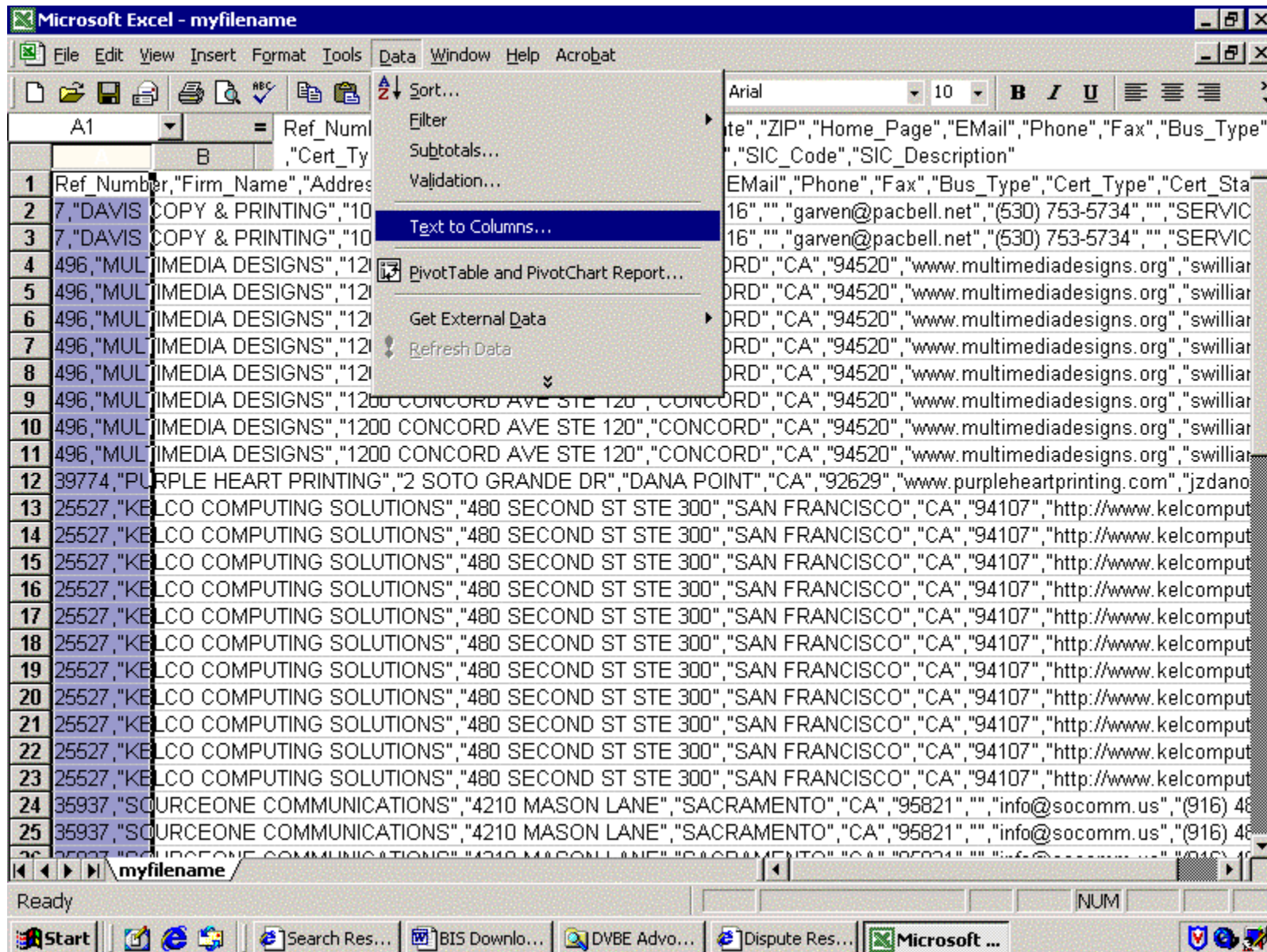


You will receive
this message.

Click on "Open"



You'll open the excel spreadsheet.



Highlight the first row, go to "Data on your toolbar and select "Text to Columns""

Microsoft Excel - myfilename

File Edit View Insert Format Tools Data Window Help Acrobat

A1 = Ref_Number,"Firm_Name","Address","City","State","ZIP","Home_Page","EMail","Phone","Fax","Bus_Type"
 "Cert_Type","Cert_Start_Date","Cert_End_Date","SIC_Code","SIC_Description"

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
 If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.
☐ Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

1	Ref_Number,"Firm_Name","Address","City","State","ZIP","Home_Page
2	7,"DAVIS COPY & PRINTING","1028 BIENVILLE ST","DAVIS","CA","956
3	7,"DAVIS COPY & PRINTING","1028 BIENVILLE ST","DAVIS","CA","956
4	496,"MULTIMEDIA DESIGNS","1200 CONCORD AVE STE 120","CONCORD","
5	496,"MULTIMEDIA DESIGNS","1200 CONCORD AVE STE 120","CONCORD","

Cancel < Back Next > Finish

Ready

Start Search Res... BIS Downlo... DVBE Advo... Dispute Res... Microsoft ...

When you receive this prompt, click the "Next" button

Microsoft Excel - myfilename

File Edit View Insert Format Tools Data Window Help Acrobat

A1 = Ref_Number,"Firm_Name","Address","City","State","ZIP","Home_Page","EMail","Phone","Fax","Bus_Type"
 "Cert_Type","Cert_Start_Date","Cert_End_Date","SIC_Code","SIC_Description"

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☒ Tab ☐ Semicolon ☒ Comma ☐ Treat consecutive delimiters as one

☐ Space ☐ Other: Text qualifier:

Data preview

Ref_Number	Firm_Name	Address	City
7	DAVIS COPY & PRINTING	1028 BIENVILLE ST	DAVIS
7	DAVIS COPY & PRINTING	1028 BIENVILLE ST	DAVIS
496	MULTIMEDIA DESIGNS	1200 CONCORD AVE STE 120	CONCORD
496	MULTIMEDIA DESIGNS	1200 CONCORD AVE STE 120	CONCORD

Cancel < Back Next > Finish

Ready

Start Search Res... BIS Downlo... DVBE Advo... Dispute Res... Microsoft ...

Select the
"Comma"
box and
select
"Finish"

Microsoft Excel - myfilename												
File Edit View Insert Format Tools Data Window Help Acrobat												
A1 = Ref_Number												
	B	C	D	E	F	G	H	I	J	K	L	
1	Ref_Numb	Firm_Nam	Address	City	State	ZIP	Home_Pag	EEmail	Phone	Fax	Bus_Type	Cert_Typ
2	7	DAVIS CO	1028 BIEN	DAVIS	CA	95616		garven@pa	(530) 753-5734		SERVICE	DVBE
3	7	DAVIS CO	1028 BIEN	DAVIS	CA	95616		garven@pa	(530) 753-5734		SERVICE	DVBE
4	496	MULTIME	1200 CON	CONCOR	CA	94520	www.mult	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
5	496	MULTIME	1200 CON	CONCOR	CA	94520	www.mult	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
6	496	MULTIME	1200 CON	CONCOR	CA	94520	www.mult	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
7	496	MULTIME	1200 CON	CONCOR	CA	94520	www.mult	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
8	496	MULTIME	1200 CON	CONCOR	CA	94520	www.mult	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
9	496	MULTIME	1200 CON	CONCOR	CA	94520	www.mult	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
10	496	MULTIME	1200 CON	CONCOR	CA	94520	www.mult	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
11	496	MULTIME	1200 CON	CONCOR	CA	94520	www.mult	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
12	39774	PURPLE F2	SOTO G	DANA POI	CA	92629	www.purpl	jzdanowsk	(949) 496-1	(949) 496-1	SERVICE	DVBE
13	25527	KELCO CO	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
14	25527	KELCO CO	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
15	25527	KELCO CO	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
16	25527	KELCO CO	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
17	25527	KELCO CO	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
18	25527	KELCO CO	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
19	25527	KELCO CO	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
20	25527	KELCO CO	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
21	25527	KELCO CO	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
22	25527	KELCO CO	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
23	25527	KELCO CO	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
24	35937	SOURCEC	4210 MAS	SACRAME	CA	95821		info@soco	(916) 484-1	(916) 484-1	SERVICE	DVBE
25	35937	SOURCEC	4210 MAS	SACRAME	CA	95821		info@soco	(916) 484-1	(916) 484-1	SERVICE	DVBE
26	35937	SOURCEC	4210 MAS	SACRAME	CA	95821		info@soco	(916) 484-1	(916) 484-1	SERVICE	DVBE

Ready

Sum=1244689

NUM

Start

Search Res...

BIS Downlo...

DVBE Advo...

Dispute Res...

Microsoft ...

Your results should be converted.

Microsoft Excel - myfilename

File Edit View Insert Format Tools Data Window Help Acrobat

Sort... Filter AutoFilter Show All Advanced Filter...

Subtotals... Validation... Text to Columns... PivotTable and PivotChart Report... Get External Data Refresh Data

1	Ref_Num	Firm_Nam	Address	C	J	K	L
2	7	DAVIS CO	1028 BIEN				
3	7	DAVIS CO	1028 BIEN				
4	496	MULTIME	1200 CON				
5	496	MULTIME	1200 CON				
6	496	MULTIME	1200 CON				
7	496	MULTIME	1200 CON				
8	496	MULTIME	1200 CON				
9	496	MULTIME	1200 CON				
10	496	MULTIME	1200 CON				
11	496	MULTIME	1200 CON				
12	39774	PURPLE H2	SOTO G DANA POI				
13	25527	KELCO CO	480 SECO SAN FRAN				
14	25527	KELCO CO	480 SECO SAN FRAN				
15	25527	KELCO CO	480 SECO SAN FRAN				
16	25527	KELCO CO	480 SECO SAN FRAN				
17	25527	KELCO CO	480 SECO SAN FRAN				
18	25527	KELCO CO	480 SECO SAN FRAN				
19	25527	KELCO CO	480 SECO SAN FRAN				
20	25527	KELCO CO	480 SECO SAN FRAN				
21	25527	KELCO CO	480 SECO SAN FRAN				
22	25527	KELCO CO	480 SECO SAN FRAN				
23	25527	KELCO CO	480 SECO SAN FRAN				
24	35937	SOURCEC	4210 MAS SACRAME				
25	35937	SOURCEC	4210 MAS SACRAME				

Ready Sum=1244689 NUM

Start Search Res... BIS Downlo... DVBE Advo... Dispute Res... Microsoft ...

Highlight the first row, and select "Data" and "Advanced filter" from your toolbar.

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A1 = Ref_Number

	A	B	C	D	E	F	G	H	I	J	K	L
	Ref_Num	Firm_Nam	Address	City	State	ZIP	Home_Pag	EEmail	Phone	Fax	Bus_Type	Cert_Typ
1	7	DAVIS CO	1028 BIEN	DAVIS	CA	95616		garven@pe	(530) 753-5734		SERVICE	DVBE
2	7	DAVIS CO	1028 BIEN	DAVIS	CA	95616		garven@pe	(530) 753-5734		SERVICE	DVBE
3	496	MULTIME	1200 CON	CONCOR				s@ (925) 356-2	(925) 889-2		SERVICE	DVBE
4	496	MULTIME	1200 CON	CONCOR				s@ (925) 356-2	(925) 889-2		SERVICE	DVBE
5	496	MULTIME	1200 CON	CONCOR				s@ (925) 356-2	(925) 889-2		SERVICE	DVBE
6	496	MULTIME	1200 CON	CONCOR				s@ (925) 356-2	(925) 889-2		SERVICE	DVBE
7	496	MULTIME	1200 CON	CONCOR				s@ (925) 356-2	(925) 889-2		SERVICE	DVBE
8	496	MULTIME	1200 CON	CONCOR				s@ (925) 356-2	(925) 889-2		SERVICE	DVBE
9	496	MULTIME	1200 CON	CONCOR				s@ (925) 356-2	(925) 889-2		SERVICE	DVBE
10	496	MULTIME	1200 CON	CONCOR				s@ (925) 356-2	(925) 889-2		SERVICE	DVBE
11	496	MULTIME	1200 CON	CONCOR				s@ (925) 356-2	(925) 889-2		SERVICE	DVBE
12	39774	PURPLE F2	SOTO G	DANA PO				sk (949) 496-	(949) 496-		SERVICE	DVBE
13	25527	KELCO CO	480 SECO	SAN FRA				lcc (415) 896-2	(415) 896-8		SERVICE	DVBE
14	25527	KELCO CO	480 SECO	SAN FRA				lcc (415) 896-2	(415) 896-8		SERVICE	DVBE
15	25527	KELCO CO	480 SECO	SAN FRA				lcc (415) 896-2	(415) 896-8		SERVICE	DVBE
16	25527	KELCO CO	480 SECO	SAN FRA				lcc (415) 896-2	(415) 896-8		SERVICE	DVBE
17	25527	KELCO CO	480 SECO	SAN FRA				lcc (415) 896-2	(415) 896-8		SERVICE	DVBE
18	25527	KELCO CO	480 SECO	SAN FRA	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
19	25527	KELCO CO	480 SECO	SAN FRA	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
20	25527	KELCO CO	480 SECO	SAN FRA	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
21	25527	KELCO CO	480 SECO	SAN FRA	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
22	25527	KELCO CO	480 SECO	SAN FRA	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
23	25527	KELCO CO	480 SECO	SAN FRA	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
24	35937	SOURCEC	4210 MAS	SACRAME	CA	95821		info@soco	(916) 484-	(916) 484-	SERVICE	DVBE
25	35937	SOURCEC	4210 MAS	SACRAME	CA	95821		info@soco	(916) 484-	(916) 484-	SERVICE	DVBE
26	35937	SOURCEC	4210 MAS	SACRAME	CA	95821		info@soco	(916) 484-	(916) 484-	SERVICE	DVBE

Advanced Filter

Action:

☒ Filter the list, in-place

☐ Copy to another location

List range: \$A\$1:\$A\$59

Criteria range:

Copy to:

☒ Unique records only

OK Cancel

Ready Sum=1244689 NUM

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When this prompt comes up, select "Unique records only".

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A1 = Ref_Number

	B	C	D	E	F	G	H	I	J	K	L	
1	Ref_Numb	Firm_Nam	Address	City	State	ZIP	Home_Pag	EEmail	Phone	Fax	Bus_Type	Cert_Typ
2	7	DAVIS CO	1028 BIEN	DAVIS	CA	95616		garven@pe	(530) 753-5734		SERVICE	DVBE
4	496	MULTIME	1200 CON	CONCOR	CA	94520	www.mult	swilliams@	(925) 356-2	(925) 889-2	SERVICE	DVBE
12	39774	PURPLE F2	SOTO G	DANA POI	CA	92629	www.purpl	jzdanowsk	(949) 496-	(949) 496-	SERVICE	DVBE
13	25527	KELCO CO	480 SECO	SAN FRAN	CA	94107	http://www	info@kelcc	(415) 896-2	(415) 896-8	SERVICE	DVBE
24	35937	SOURCEC	4210 MAS	SACRAME	CA	95821		info@soco	(916) 484-	(916) 484-	SERVICE	DVBE
28	25187	CA DVBE	3144 PAL	MCCLELL	CA	95652	www.kopi	rdaniels@	(916) 641-	(916) 641-	SERVICE	DVBE
32	30987	DESIGNNI	1247 LOS	CHULA VI	CA	91910		cain7@co	(619) 216-8	(619) 216-8	SERVICE	DVBE
36	28805	RMC MAR	3494 CAM	DANVILLE	CA	94506		rmcent@a	(925) 820-	(707) 598-3	SERVICE	DVBE
41	28657	OFFICE A	1771-A SM	SAN JOSE	CA	95112	www.oagi	mwdyer@	(408) 292-0	(408) 904-5	SERVICE	DVBE
43	20609	TRINITY G	3045 65TH	SACRAME	CA	95820	www.tingov	tgsadmin@	(916) 978-9	(916) 455-2	SERVICE	DVBE
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myfilename

10 of 58 records found

Sum=235986

NUM

Start | Search Res... | BIS Downlo... | DVBE Adv... | Dispute Res... | Microsoft ...

Your data is now filtered. You can copy and paste the email addresses for an eblast.

